



COMMUNITY SERVICES OFFICER JOB DESCRIPTION

Job Title: **Community Services Officer**

Job Code: **PD111**

Pay Grade: **19**

Effective Date: **June 2016**

FLSA: **Non-Exempt**

Revision Date: **June 2016**

NATURE OF WORK

Under limited supervision, plans, coordinates, and supervises the operation of the Juvenile Court Work Crew program with juveniles assigned by the Lewis County Juvenile Court; participates in establishing and developing relationships with community partners willing to serve as community service sites; provides courtroom security and assists probation officer in home or community visits and collection of UAs. Transports in-custody and out-of-custody youth.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, coordinates, transports, and supervises work crews with assigned youth at various sites throughout the county.
- Develops partnerships with community agencies willing to provide locations and/or supervision of youth working on community service.
- Assist in pursuing grants and other funding sources associated with the work crew.
- Provides courtroom security and intervenes in situations involving a threat to safety or security.
- Collaborates and coordinates regularly with the probation team and lead probation officer, responsible for tracking and reporting the status of community service hours for all youth on supervision or ordered by the court.
- Conducts and tracks the fingerprinting of offenders, staff, and volunteers. Collects DNA of offenders when ordered.
- Performs searches of juveniles under the court's jurisdiction; conducts random urine analysis.
- Provides transportation of in-custody and out-of-custody juveniles.
- Works with the probation team to assist in developing and maintaining collaborative partnerships with community organizations, law enforcement agencies, and other stakeholders.
- Prepares and maintains a variety of departmental records, reports, and documentation.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a field environment, in and around court, in the detention facilities, at variety of community sites, and in the homes of clients including room searches; subject to sitting for extended periods of time, standing, walking, bending, reaching, crouching, kneeling, and lifting of objects up to 100 pounds; physically restraining hostile individuals; exposure to hostile individuals, dangerous animals, infectious diseases and combative youth is involved.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D equivalent; AND Two (2) years experience working with youth with at least one (1) year working as a probation officer, detention officer, or corrections officer.

A valid Driver's License, First Aid/CPR Certification, and successful completion of the Washington State Criminal Justice Training Commission's Juvenile Services Academy. Must successfully complete a criminal history background investigation to include a polygraph examination.

KNOWLEDGE AND SKILLS:**Knowledge of:**

- Juvenile Court work crew practices, policies, and procedures
- Fingerprinting and DNA collection.
- County policies and procedures.
- Juvenile Court operations, policies, and procedures.
- Regulations and guidelines governing departmental activities.

Skills in:

- Providing for the safety and security of youth, community partners, and staff.
- Organizing, operating, and supervising a work crew.
- Establishing and maintaining effective working relationships with staff, court personnel, prosecutor, community organizations, outside agencies, and the general public.
- Ability to cope with situations firmly, tactfully, and with respect to individual rights.
- Communicating effectively verbally and in writing.
- Analyzing situations quickly and objectively, recognizing actual and potential dangers and determining a proper course of action.
- Defensive Tactics

Employee

Employer

Date